Chairperson

## Roles & Responsibilities

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| Version: | **1** |
| Adopted on: | Pending |
| Last reviewed on: | Pending |
| **Next review date:** | Pending |

**RESPONSIBLE TO:** The Club Committee & members

**SKILLS REQUIRED**: Enthusiastic

Leadership

Confident at public speaking and chairing meeting

Prepared to make a regular time commitment

**MAIN DUTIES:**

1. Take responsibility for managing the Committee and the affairs of the club.
2. Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded.
3. Oversee and guide all decisions taken by the Committee and sub committees.
4. In conjunction with the secretary, prepare and present the Annual Report
5. Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated.
6. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
8. Help to prepare and submit any statutory documents that are required
9. Represent the club at local, regional and national level.

Estimated time commitment required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES:**

Secretary …………………………………………………………………...

Date …………………………………………………………………...